



*Maine Department of Health and Human Services*

**MECMS Update 48**

*January 30, 2006*

**Billing News & Tips**

**You now have online access to HIPAA 835 transaction information**

The HIPAA 835 transaction, which is the electronic remittance advice information on third-party reimbursement payments and adjustments, is now available online to all providers.

Detailed instructions on how you can retrieve the 835 transaction file are posted on the MaineCare website at [http://www.maine.gov/dhhs/bms/innerthird/mecms\\_home\\_page.htm](http://www.maine.gov/dhhs/bms/innerthird/mecms_home_page.htm). For the user manual, click on 835 Remittance Retrieval (.doc). The user manual also gives you telephone numbers for access support.

This HIPAA-compliant file will contain the data displayed on the paper remittance advice. However, the file you retrieve will not be a printable copy of your paper RA.

Following the suggestions of a small group of providers who have been advising the Office of MaineCare Services, we plan to make some changes to the current 835 content that will enhance the information you receive:

- The RA number will be added.
- The member's name will be easier to recognize.
- The Medical Record number will be added.
- The listing of procedure codes will be more consistent.
- The LX incrementer will properly increment.

We will let you know as we add these enhancements.

Please note that because providers use many different accounting packages, MaineCare support can only help you with retrieval of the 835 transaction file.

**Box 23, CMS/HCFA 1500 form requires a valid prior authorization number**

Some providers are entering information other than a valid prior authorization number in Box 23 on the CMS/HCFA 1500 form.

23. PRIOR AUTHORIZATION NUMBER

Anything entered in Box 23 is read as a prior authorization number. If the information entered is not a valid prior authorization number, the claim will suspend and then deny.

Please check that you have entered a valid prior authorization number in the box.

**Hospitals will see a change in the cost of care/assessment category**

Until recently, cost of care/assessment had been categorized as "contractual adjustments" A2. We changed the title of the category of cost of care to the more appropriate "Claim adjusted by the monthly Medicaid patient liability amount," and we changed the category number to 142. In making this change, however, everything that fell into the "contractual adjustments" A2 category—even items that we did not intend to move—changed to 142.

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On your remittance advice statements (RAs), beginning with 01/06/2006 and continuing until a correction is in place, items that should have been marked as A2 are marked with the 142 code.

The Office of MaineCare Services is in the process of correcting the issue. During this time, we will not generate replacement RAs.

You should now post 142 transactions as A2 transactions.

### **Please note this issue on cost settlement summaries for January 6**

Cost settlement summaries sent with remittance advice statements dated 01/06/2006 show duplicate amounts. If this affects you, we will mail you a corrected cost settlement summary.

### **Always check for the little things that can result in denial of your claim**

Sometimes it's the little, uncomplicated things that cause a claim to deny. For example, we have to deny many claims because the wrong gender has been checked on the form.

Please make sure that the member's ID, name, gender, and date of birth are correct in all required fields of a claim form. ■

## **Learn More & Talk to Us**

### **Provider outreach at four sites to show you how to use MECMS web tools**

Over the last few weeks, we've told you about new Internet access to your billing information through the MECMS Denied Duplicate Claims Lookup tool and the Temporary Provider Portal for Claims. Now you can learn more on how to use those convenient online features, as well as the Prior Authorization Portal, at a series of upcoming outreach sessions.

MaineCare Provider Outreach has scheduled several presentations where you can get all the details on how to logon and use these tools.

Please note that these sessions are not intended as individual conferences on billing instructions.

The Denied Duplicate Claims Lookup tool assists you in researching a claim denied as a duplicate, with a remark code N111 on an RA. The Temporary Provider Portal enables you to check claim status at the header level.

The Prior Authorization Portal shows you the status of requests for services, supplies and medical equipment.

These provider outreach sessions are for providers with Internet access in their offices.

We have already held sessions in two communities. Other upcoming sessions, to be held 8:30 a.m. to noon and 1 p.m. to 4 p.m., will be in these locations:

#### **Portland**

***Wednesday, February 1***

DHHS Regional Office

161 Marginal Way, Portland, ME 04101

#### **Bangor**

***Thursday, February 2***

Bangor Motor Inn & Conference Center

701 Hogan Road, Bangor, ME 04401

#### **Caribou**

***Monday, February 6 – PM ONLY***

***Tuesday, February 7 – AM ONLY***

Caribou Nursing Home

10 Bernadette St., Caribou, ME 04736

#### **Machias**

***Wednesday, February 8***

Machias Motor Inn

26 East Main St., Machias, ME 04654


For directions to DHHS Regional Offices:

<http://www.maine.gov/dhhs/bfi/Office%20Locations.htm>

Enrollment is on a first-requested, first-registered basis and is limited to 50 at each session. You will receive an e-mail reply to confirm your registration. You may register by e-mail, mail, or fax.

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 The e-mail is: [mary.wilson@maine.gov](mailto:mary.wilson@maine.gov)

 The fax is: 207-626-5210

 The postal address is:

Mary Wilson  
Institute for Public Sector Innovation  
295 Water St., Augusta, ME 04330

To register, please provide:

- The name of the person(s) attending, provider/billing agency name, billing number, phone number, and e-mail.
- Location, date and choice of AM or PM.

For cancellations due to inclement weather, please check <http://www.maine.gov/dhhs> or call the DHHS office where your session is scheduled. Sessions will be cancelled if the local DHHS office is closed. ■

## Contact Us

**E-mail** us at: [BMS.inquiry@maine.gov](mailto:BMS.inquiry@maine.gov)

**Call** us at: 1-800-321-5557  
TTY: 1-800-423-4331  
Augusta area: 207-624-7539

**On the web** at: [www.maine.gov/dhhs/bms](http://www.maine.gov/dhhs/bms)

**Write** us at: Inquiry Unit  
Office of MaineCare Services  
11 State House Station  
Augusta, ME 04333-0011

At our website, you can download this newsletter, access handy information such as billing instructions, and sign up for our listserv to have OMS news delivered to your inbox. ■